



# SUMMARY OF CURRENT JOB OPENINGS

As of 09/05/2008; *subject to change*

**DISCLAIMER:** The City of Milwaukee, Department of Employee Relations offers this summary as a **convenience only**, and is not an official communication. For positions that have application deadlines or extensions, receipt of applications may be discontinued any time after the date listed without prior notice. For each position, please refer to the “**Job Announcement**” sheet (*available in Room 706 of City Hall **OR** on the website*) for the job description, **minimum** education and experience requirements, salary, etc. **NOTE:** Unless otherwise noted, all positions require a Job Application. For some positions, copies of *college transcripts, certifications or licenses* must accompany the application (*see the Job Announcement*).

JOB TITLE	DEPARTMENT	APPLICATION DEADLINE
Accounting Specialist	Milwaukee Public Schools	* see footnote below
Automotive Maintenance Mechanic	Department of Public Works	<b>Extended to 9-5-08</b>
Civil Engineer I	Department of Public Works	* see footnote below
College Intern – GIS, <i>part-time</i>	Dept. of Administration, Info & Technology Mgmt. Division	<b>Extended to 9-5-08</b>
Database Specialist (Oracle)	Milwaukee Public Schools	<b>9-19-08</b>
Dietetic Technician, Bilingual (Spanish/English)	Milwaukee Health Department	<b>9-12-08</b>
Food Service Manager Trainee	Milwaukee Public Schools	* see footnote below
Graduate Intern	See <i>Job Announcement</i>	<b>9-19-08</b>
Library Circulation Aide, <i>part-time</i>	Milwaukee Public Library	* see footnote below
Management Accountant-Sr.	Employees' Retirement System	<b>9-26-08</b>
Network Coordinator-Sr.	Milwaukee Water Works	<b>Extended to 9-12-08</b>
Nutrition Technician, <i>10-month</i>	Milwaukee Public Schools	<b>Extended to 9-5-08</b>
Office Assistant I	All City departments	* see footnote below
Office Assistant I (Bilingual – Spanish/English)	All City departments	* see footnote below
Office Assistant I (MPD)	Milwaukee Police Department	* see footnote below
Police Information Systems Director	Milwaukee Police Department	** see footnote below
Police Officer	Milwaukee Police Department	* see footnote below
Programmer	Milwaukee Public Schools	<b>9-05-08</b>
Public Health Nurse	Milwaukee Health Department	* see footnote below
Public Health Nurse, Women's HIV Program	Milwaukee Health Department	* see footnote below
Public Health Nurse (Bilingual – Spanish/English)	Milwaukee Health Department	* see footnote below
Research and Policy Analyst	Milw. Fire & Police Comm.	<b>9-19-08</b>
School Crossing Guard <b>or</b> Substitute School Crossing Guard	Milwaukee Police Department	<i>call 935-7990 to apply</i>
School Nurse Associate (Bilingual – Spanish/English) <i>10-month</i>	Milwaukee Public Schools	* see footnote below
School Secretary I	Milwaukee Public Schools	* see footnote below
School Secretary I (Bilingual – Spanish/English)	Milwaukee Public Schools	* see footnote below
Security Operations Manager	Department of Public Works	** see footnote below
Sheet Metal Worker	Milwaukee Public Schools	** see footnote below
Substitute Handicapped Children's Assistant	Milwaukee Public Schools	* see footnote below
Traffic Control Assistant	Department of Public Works	* see footnote below
Vehicle Services Technician	Department of Public Works	<b>9-05-08</b>

\* *Applications for these positions are accepted on a continuous basis.*

\*\* *The initial application deadline has expired. Applications are still being accepted, however, receipt of applications may be discontinued at any time **without** prior notice.*

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***How to find out about City of Milwaukee employment opportunities:***

<b>INTERNET:</b>	<a href="http://www.milwaukee.gov/jobs">http://www.milwaukee.gov/jobs</a>
<b>EMAIL:</b>	To be among the first to know when a new job is announced go to <a href="http://www.milwaukee.gov/der/eNotify">http://www.milwaukee.gov/der/eNotify</a> for information on how to subscribe to new job announcement <b>Email</b> notices.
<b>PHONE:</b>	Call the 24-hour hotline for a recording of current job listings at 414-286-5555 ( <i>updated weekly</i> ).
<b>IN PERSON:</b>	Current job listings are posted on bulletin boards on the 7 <sup>th</sup> floor of City Hall, 200 E. Wells Street. <i>Office hours:</i> Monday – Friday, 8:00 am – 4:45 pm ( <i>closed major holidays</i> ). Applications and Job Announcement/Bulletins are available in Room 706.